



## BOARD MEETING MINUTES

Wednesday, November 15, 2017, 5:00 PM  
Pioneer Library System  
2557 State Route 21, Canandaigua, NY 14424

PLS Board Members present: Christine Ryan, Mary Ellen Darling, Kathleen Hartness, Carolyn Lyons, Jeffrey Clark, Ellen Mitchell, Ruby Morrison, and Merton Bartels. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop; PLSDAC Liaison: Elizabeth Bowlby.

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:00 pm.

### **ADOPTION OF THE AGENDA**

Lauren Moore asked that New Business Item No. 2 be changed from “Discuss 2018 Slate of Officers” to “Appoint 2018 Nominating Committee.”

**MOTION 103:** Mary Ellen Darling moved to adopt the November 15, 2017 agenda as amended. Merton Bartels seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 104:** Kathleen Hartness moved to adopt the October 11, 2017 minutes. Carolyn Lyons seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Ruby Morrison**

##### **Approve Cash Activity Report**

**MOTION 105:** Ellen Mitchell moved to approve the cash activity report. Mary Ellen Darling seconded and the motion carried.

##### **Approve Warrants (List of Bills Paid)**

**MOTION 106:** Kathleen Hartness moved to approve warrants made on October 25, 2017 for the total amount of \$30,925.24; and November 15, 2017 for the total amount of \$237,883.16. Merton Bartels seconded and the motion carried.

## Approve YTD Budget Reports

**MOTION 107:** Mary Ellen Darling moved to approve the YTD Budget Report. Carolyn Lyons seconded and the motion carried.

### **2. Executive Director's Report: Lauren Moore**

Lauren Moore updated the board on the OWWL Libraries are for Everyone campaign being coordinated by the Outreach department; the Leading Edge Technology Grant; Kids Read Free pilot program; and digitization grant.

She also highlighted the contributions Pioneer Library System staff and member library staff made at the New York Library Association conference.

### **3. Team Goal Report: Ron Kirsop**

Ron Kirsop reported the October/November progress on the PLS 2017 Strategic Priorities. The update highlighted: The IT department's progress on the iDrive software to backup critical computers; ongoing strategic planning efforts; Hope's work with Youth Services staff; and an update on Andrea's listening tour with member libraries.

### **4. Central Library Budget Report: Cindy Gardner**

**MOTION 108:** Ruby Morrison moved to approve the Central Library Budget Report. Ellen Mitchell seconded and the motion carried.

### **5. PLSDAC Liaison's Report: Elizabeth Bowlby**

Elizabeth Bowlby delivered a report covering news, events, and stories from 11 member libraries

### **6. Committee reports -**

#### Finance Committee Report – Ruby Morrison, Chair

No report.

#### Personnel Committee Report – Mary Ellen Darling, Chair

No report.

#### Policy Committee Report – Carolyn Lyons, Chair

No report.

#### Audit Committee Report – John Lester, Chair

No report.

#### Construction Grant Committee

New Business.

## **NEW BUSINESS:**

### **1. Discuss 2018 Audit Request for Proposals**

Cindy Gardner created and submitted an RFP for Pioneer Library System's 2018 Audit. Our current policy states that we put our audit out to bid ever three years. We are currently awaiting proposals.

### **2. Appoint Nomination Committee**

**MOTION 109:** Ruby Morrison moved to appoint John Lester and Merton Bartels to the nomination committee. Mary Ellen Darling seconded and the motion carried.

### **3. Discuss 2017 System Satisfaction Survey**

Lauren updated the board on the process for sending the 2017 System Satisfaction Survey to member libraries. The survey will cover member library satisfaction in areas of the PLS Plan of Service.

### **4. Discuss Evaluation of Executive Director**

Ron Kirsop will assist the Personnel Committee in issuing the 2017 Executive Director Evaluation process.

### **5. Accept Quotes from John Betlem Heating/Cooling for HVAC Upgrades**

**MOTION 110:** Ruby Morrison moved to accept Quotes from John Betlem Heating/Cooling for HVAC Upgrades. Merton Bartels seconded and the motion carried.

### **6. Approve EBSCO Novelist Payment in the amount of \$37,219**

**MOTION 111:** Carolyn Lyons moved to approve the EBSCO Novelist Payment in the amount of \$37,219. Kathleen Hartness seconded and the motion carried.

### **7. Approve NYS Retirement Annual Invoice in the amount of \$76,797**

**MOTION 112:** Kathleen Hartness moved to Approve NYS Retirement Annual Invoice in the amount of \$76,797. Carolyn Lyons seconded and the motion carried.

### **8. Refreshment Sign-Up Sheet**

## **Next Meeting:**

**PLS Board Meeting and Holiday-** Wednesday, December 13, 2017 at 5:00pm, PLSHQ

## **Adjourn**

**MOTION 113:** Ruby Morrison moved to adjourn the meeting. Mary Ellen Darling seconded and the motion carried. The meeting was adjourned at 5:33 pm.

Respectfully submitted,

Ron Kirsop

Approved on Wednesday, December 13, 2017.